



Amherst Community Services
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TOWN OF AMHERST
2011 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
NON SOCIAL SERVICE ACTIVITY APPLICATION

PLEASE SUBMIT SIX COPIES OF YOUR PROPOSAL

BY:

OCTOBER 29, 2010 AT 4:30 P.M.

TO:

Amherst Planning Department
Amherst Town Hall, 2nd floor
4 Boltwood Avenue
Amherst, MA 01002

2011 General Submission Requirements

All activities will be required to conform to a list of priorities that are included in the Town's Community Development Strategy, which will be the subject of a public hearing on September 28, 2010 at 5:30 p.m. in the First Floor Meeting Room of Town Hall. The CDC will review the list of priorities at its meeting on October 12, 2010, based on input received at the public hearing on the 28th and the order may change, but the document will remain essentially the same. Please contact Town staff with any questions regarding this process.

General Application Process

As a Mini Entitlement community, Amherst must apply each year to DHCD to receive up to \$1,000,000 in Community Development Block Grant (CDBG) funding. Applications are typically due in mid-December, with the public input process beginning in late July/early August. The Community Development Committee (CDC), with assistance from Town staff, oversees the public input process by holding public hearings (at least two) and public meetings so that Amherst residents and boards & committees have an opportunity discuss priorities and target areas. The Community Development Committee also solicits proposals from the community to help determine which projects receive funding. These proposals can be submitted by various parties, including but not limited to a single individual (i.e. a developer), a Town board/ committee, or a non-profit organization. Those interested in making a funding request are encouraged to contact the Community Development Committee and Town staff.

Project Proposal Submission Guidelines (see specific application requirements below):

- Location of proposed project—is it in a Target Area or village center?
- A budget detailing the project, including total budget and all other sources of funding
- Feasibility of project—can the project be completed within the allotted time?
- A general description of the project
- Statement indicating how the project achieves national objectives (i.e. benefits the low-to-mod income population of Amherst) and the populations served.
- Demonstrate alignment with the Community Development Strategy
- Demonstrate alignment with Amherst's Master Plan
- Provide supporting documents as necessary
- Demonstrate the support of other Amherst Town stakeholders (i.e. other committee support)

Public Hearing Format - Procedure for Presenting Proposal to the CDC:

- All proposals must be written (Applicants are encouraged to meet with Town staff and the Community Development Committee prior to the public hearing to refine project proposals)
- Proposals must follow the submission guidelines and meet all criteria as stated in advance
- Presentation of proposals shall be no longer than 5-7 minutes
- Questions from the public will be heard only after all proposals are presented

AGENCY NAME: _____
AGENCY ADDRESS: _____
AGENCY PHONE NO: _____ CONTACT PERSON: _____
2011 CDBG REQUEST: _____

Cover Sheet – Non-Social Service Activity

1. Project Name
2. Project Description (1-2 sentences)
3. Project Location
4. Budget Request
5. Type of Activity (check one):
 - ☐ Rehabilitation
 - ☐ Acquisition
 - ☐ Demolition/clearance
 - ☐ Infrastructure
 - ☐ Public Facility
 - ☐ Architectural Barrier Removal
 - ☐ Other – please explain
6. Demonstrate Consistency with Community Development Strategy
7. Demonstrate Consistency with Sustainable Development Principles
8. Demonstrate Consistency with Target Area requirements
9. National Objective

Benefit to low- and moderate-income persons

Estimate the number of low- and moderate-income persons to benefit from the Project:

Total number of individuals served

Total Low/Mod individuals served

Introduction:

The Town of Amherst will apply to the Mass. Department of Housing and Community Development for a 2011 Community Development Block Grant for eligible activities that provide benefit to low- and moderate-income households, with incomes below 80% of the area median income, living in Amherst (Attachment 1, income guidelines). The Town is eligible to apply for \$1,000,000, \$600,000 of which is available for non-social service activities (Attachment 2, eligible activities). (Please contact the Planning Department for details regarding the eligibility requirements). The Community Development Committee encourages applicants to contact Town staff prior to submission of applications. **All activities must be complete in 18 months (July 1, 2011 – December 31, 2012)**

After holding a public hearing on September 28, 2010, to receive input on the 2011 Community Development Strategy and list of priorities, the Community Development Committee determined that the non-social service priorities for 2011 are:

to further the goals of sustainable development and meet the goals of the community's Master Plan, with an emphasis on development and revitalization of the Town Center and village centers.

Requirements:

You must answer all questions and submit all documents for your application to be complete. Responses must be in the format below. Incomplete applications will be excluded from consideration.

Contractual Requirements

- A. Providers will be required to submit bills on a monthly basis
- B. Providers will be required to submit time sheets of all staff receiving CDBG funding
- C. Providers will be required to submit quarterly reports detailing all services provided during the reporting period including the number of clients, their income and their ethnic identity.
- D. Provider files will be reviewed to ensure that there are income-certification forms for all clients.
- E. Payment will be made based on the submission of all required information, the number of clients served and the hours worked (the provider will only receive payment for the number of clients served).

SUBMISSION REQUIREMENTS:

- A. Please submit the agency FY 10 revenue and expenditure report, the agency FY 10 current budget and a 12 month projected budget for this activity.
- B. The most recent audit if there were any findings.
- C. Organization status
- D. List of governing board members and officers, their town of residence and affiliation.

- E. Agency Organizational chart (however, the Committee still requests a copy of your program organization chart if relevant).
- F. Personnel policy
- G. Affirmative action/equal opportunity plan.

Please submit responses to the following questions:

Project Name:

Project Location:

Census Block Group:

A. Please describe in full the project for which you are requesting funding:

Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, homeless, etc.

B. What is the community's need for the proposed project/program?

Define the need or problem to be addressed by the proposed project. Explain why the project is important. Provide evidence of the severity of the need or problem. Who are the affected population and why is this population presently underserved or not served?

C. Community Involvement:

What process was used to select this particular project? How was the process responsive to expressed community need?

Define the process that will be used to maintain involvement of the project beneficiaries in the implementation of the project.

D. Project Feasibility

The project impact will be evaluated upon the extent to which the response meets the following criteria:

1. Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of demand for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation.
2. If applicable, describe and document the availability and source of matching or other funds needed to complete the project.

3. Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
4. Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities in a timely manner.
5. Please submit a program budget that includes all sources of revenue and all expenses.
6. Please submit a time line with milestones, including a start and end date that demonstrates that this project is feasible (will be complete) within 18 months.
7. Please identify the staff that will be directly responsible for implementing this activity.

E. Impact

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed? Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures to determine that the outcomes are achieved.

F. Evaluation

Goals & Assessments: Please explain your short-term goals and long-term goals. Describe the changes in the target population that indicate the program's success. How will these changes be measured? Will anticipated changes affect the municipality's responsibility to this target population? How will the impact of this service on individual clients be tracked over time? Will there be additional beneficiaries? Will this service enable clients to become self-sufficient? How is this service linked to other human/social service programs in the community?

G. Agency Information

Please provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.

PROPOSAL REVIEW:

Proposals will be reviewed by the Community Development Committee which will make recommendations to the Town Manager. The Community Development Committee will hold a public hearing giving the community a chance to comment on the proposed plan.

The Community Development Director will first screen each proposal to insure that it meets the quality requirements as defined below. The Community Development Committee will then

evaluate proposals based on responses to the questions above. Proposals will be evaluated based on the evaluation criteria below.

Quality Requirements

- A. The project meets the low- and moderate-income national objective
- B. The project is an eligible activity as defined by the United States Department of Housing and Urban Development
- C. The proposed project addresses the services as requested.
- D. The agency has submitted evidence of organizational status
- E. The agency has at least 5 years experience in providing services

Comparative Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- **Experience**
Agencies experience.
- **Need**
The extent to which the proposals documents need for the service
- **Program strategy**
The Committee's assessment concerning the effectiveness of the strategy for providing the requested service as evidenced by the program description and how the project achieves national objectives.
- **Community Development Strategy Compatibility**
Proposals will be evaluated based on the projects compatibility with the Town's Community Development Strategy and its priorities.
- **Community Support**
Proposals will be reviewed based on community support (Town Boards, Committees, community groups, social service agencies, citizens, etc.
- **Feasibility**
Proposals will be evaluated based on the determination of the projects feasibility to be completed in 18 months.
- **Board Representation**
The extent to which the Agency's Board of Directors reflects the interests of the broader community, including the population to be served will receive a very advantageous rating for this category
- **Budget**
A budget detailing the project, including total budget and all other sources of funding and an assessment of the program's cost effectiveness.

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security or Federal I.D. number

Signature: Individual or Corporate Officer

Date

PLEASE PRINT

Corporate Name: _____

Address: _____

City, State, Zip Code: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this Proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Date

Signature of individual submitting Proposal or proposal

Name of Business

Address of Business

Attachment I Income Guidelines

Income Threshold for Amherst								
Family Size								
	1	2	3	4	5	6	7	8
Low Income	43800	50050	56300	62550	67600	72600	77600	82600

Attachment II
List of Eligible Activities

APPENDIX A

ELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES

Activities eligible for assistance with Massachusetts Community Block Grant Program funds are only those listed below. (In all cases, unless otherwise noted, “this title” or “Title I” refers to Title I of the Housing and Community Development Act of 1974, as amended.)

1. The acquisition of real property, (including air rights, water rights, and other interests therein) which is: (a) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (b) appropriate for rehabilitation or conservation activities; (c) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (d) to be used for the provision of public works, facilities, and improvements eligible for assistance under Title I; or (e) to be used for other public purposes;
2. the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;
3. code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area;
4. clearance, demolition, removal, reconstruction and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately-owned properties and including the renovation of closed school buildings);
5. special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
6. payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;
7. disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to Title I, or its retention for public purposes;
8. provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy

conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the state in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the Statement with respect to which funds are to be made available under Title I, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government (or in the case of non entitled communities not more than 15 percent statewide) under this title including program income may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount, and except that of any amount of assistance under this title (including program income) in each of the fiscal years 1993 through 1998 to the City of Los Angeles and County of Los Angeles, each such unit of general government may not use more than 25 percent in each such fiscal year for activities under this paragraph;

9. payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of activities assisted under Title I;
10. payment of the cost of completing a project funded under Title I of the Housing Act of 1949;
11. relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;
12. activities necessary to: (a) develop a comprehensive community development plan; and (b) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning and implementation;
13. payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to: (a) administering the HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act; and (b) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and

including the carrying-out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;

14. provisions of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private non-profit entities, including: (a) acquisition of real property; (b) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures or other commercial and industrial real property improvements; and (c) planning;
15. assistance to neighborhood-based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities in non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;
16. activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as: (a) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district hearing and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and (b) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;
17. provision of assistance to private, for-profit entities, when the assistance is appropriate to carry-out an economic development project (that shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods) that: (a) creates or retains jobs for low- and moderate-income persons; (b) prevents or eliminates slums and blight; (c) meets urgent needs; (d) creates or retains businesses owned by community residents; (e) assists businesses that provide goods or services needed by, and affordable to, low- and

moderate-income residents; or (f) provides technical assistance to promote any of the activities under subparagraphs (a) through (e);

18. the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937;
19. provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative costs as defined in paragraph (13);
20. housing services, such as housing counseling, in connection with tenant-based rental assistance and affordable housing projects assisted under title II of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based-rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act;
21. provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities;
22. provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by (a) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of micro enterprises; (b) providing technical assistance, advice, and business support services (including assistance, advice and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in micro enterprise activities) to owners of micro enterprises and persons developing micro enterprises; and (c) providing general support (such as peer support programs and counseling) to owners of micro-enterprises and persons developing micro enterprises;
23. activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low- and moderate-income neighborhoods;
24. provision of direct assistance to facilitate and expand homeownership among persons of low- and moderate-income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to: (a) subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers; (b) finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homebuyers; (c) acquire guarantees for mortgage financing obtained by low- and moderate-income

homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees); (d) provide up to 50 percent of any down payment required from low- or moderate-income homebuyer; or (e) pay reasonable closing costs (normally associated with the purchase of a home) incurred by low- or moderate-income homebuyers; and

25. lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, as implemented by regulations at 24 C.F.R. Part 35.

In accordance with federal regulations, no activity listed as eligible under section 105(a) of the Housing and Community Development Act of 1974 (as amended) will be specifically excluded from any component of the Massachusetts Community Block Grant Program.